



Position: Executive Assistant

Description: The Jewish Democratic Council of America (JDCA) is seeking a full-time Executive Assistant to support JDCA's Executive Director. The Executive Assistant will serve a key role in a fast-paced and growing organization, report directly to the Executive Director, and will work in partnership with JDCA staff to implement strategic priorities and initiatives.

Responsibilities

- Serve as the primary scheduler for the Executive Director, proactively managing scheduling needs and logistics, as well as meeting and speaking requests.
- Perform administrative duties specific to a growing organization, including scheduling and staffing meetings for the Executive Director, Board of Directors, and committees.
- Help to plan events and engagement with Board members, candidates, elected officials, congressional staff, organizations, students, and campaigns.
- Assist with organizational projects and initiatives.

Qualifications & Experience

- Bachelor's degree.
- Excellent verbal, organizational, and writing skills, as well as attention to detail.
- Two-five years of work experience required, preferably supporting principals.
- Nonprofit and/or political experience preferred.
- Exceptional organizational skills and attention to detail.
- Strong professional ethics and sensitivity in dealing with confidential issues
- Demonstrated ability to work well under pressure, handle multiple projects simultaneously, and manage work under tight deadlines.
- Flexibility and adaptability in a fast-moving and changing work environment.
- Proficient in Microsoft Office applications (Word, Excel), Google Apps (Gmail, Google Docs and Drive or comparable email system), the Web and budgeting and membership software programs.

TO APPLY: Send resume and cover letter to info@jewishdems.org. Please note "Executive Assistant Application" in the subject line, and apply before August 9, 2019.